

# Resource Consent Application Form

Section 88 of the Resource Management Act 1991 (RMA). This form provides us with your contact information and details about your proposal. Please print clearly and complete all sections.

## Note to Applicant:

You must include all information required by this form. The information must be specified in sufficient detail to satisfy the purpose for which it is required.

**To:** Name of Council that is the consent authority for this application: [Select a Council](#)

## Type of resource consent being applied for:

Land use       Subdivision       Combined land use and subdivision

## Activity Status

Controlled       Restricted Discretionary       Discretionary       Non-complying       I don't know

## Fast Track Resource Consent

The Resource Management Act 1991 provides for land use activities that have a controlled activity status to be fast tracked through the resource consent process and processed within 10 working days of the application being lodged with Council. Your consent may be fast tracked if you tick 'yes' to the first two questions below.

1. Is this application for a controlled activity (land use consent only)?  Yes       No
2. Have you provided an electronic address for this service?  Yes       No

If you wish to opt out of the fast track process, tick here:

## Applicant Name

Please provide the full name of the persons, company, society or trust applying for this resource consent. If the applicant is a trust, please provide the full name/s of all trustees of that trust.

Name:



**Applicant Contact Details**

Postal Address:

Post code:  Email:

Phone:  Mobile:

**Agent Contact Details**

If you have an agent or other person acting on your behalf, please complete the details below.

Agent:

Contact:

Postal Address:

Post code:  Email:

Phone:  Mobile:

**Location of Proposal**

Please complete with as much detail as you can, so the site for your proposal is clearly identifiable. Include details such as unit number, street number, street name and town.

Property address:

Legal description:

**Owner/Occupier of Site**

Landowner's full name, phone number and address:

OR

Same as applicant details

Occupiers full name, phone number and address:

OR

Same as applicant details

**Description of Proposal**

Please provide a brief description of the proposal and the reasons why resource consent is required ie which rules in the district plan are infringed. If the space provided is insufficient, please attach additional pages.

### Other Consents

Please let us know of any other consents that you have applied for or know that you need to apply for related to this application. This includes any resource consents that may be required from a regional council under a regional plan.

<input type="checkbox"/> Other resource consents	Resource consent no. (if known)	
<input type="checkbox"/> Building consent	Building consent no. (if known)	
<input type="checkbox"/> Regional plan consent	Type of regional consent: <i>e.g. water discharge permit, water intake permit</i>	

### National Environmental Standards (NES)\*

Please let us know if you require consent under a National Environmental Standard. National Environmental Standards are regulatory documents that contain standards pertaining to certain matters eg management of contaminated land, telecommunications.

Is consent required under a NES?  Yes  No  I don't know

Tick the following applicable NES:

- NES for Air Quality
- NES for Drinking Water
- NES for Telecommunication Services
- NES for Electricity Transmission Services
- NES for Assessing and Managing Contaminants in Soil to Protect Human Health
- NES for Plantation Forestry
- Other

\* For further information about National Environmental Standards, their requirements and forms please refer to any other sheets provided with these application forms.

### Assessment of Proposal

Please attach an assessment of your proposal's effects on the environment, an assessment against the relevant matters of Part 2 of the RMA and any relevant provisions of NES, regulations, national policy statement, regional policy statement, regional plan and district plan.

### Pre-application Information

We recommend that you have a pre-application discussion about your proposal with a Council planner.

Have you had a pre-application meeting with a Council planner?  Yes  No

Have you had any other conversations with any other Council staff?  Yes  No

Date of meeting:

Please provide the names of Council staff you have spoken with:

If notes of the meeting or other conversations were provided to you, please attach copies.

Have you attached any minutes/notes from the meeting?  Yes  No

### Notification

The Resource Management Act 1991 allows applications to be notified for public submissions on request of the applicant.

Are you requesting that your application be publicly notified?  Yes  No

If you selected 'yes' to the above question, please attach a short summary outlining the details of your application.

Have you attached a summary?  Yes  No

### Site Visit Requirements

As landowner and with the consent of any occupiers or lessee, I am aware that Council staff or authorised consultants may visit the site which is the subject of this application, for the purposes of assessing this application, and agree to a site visit.

OR

If the applicant is not the owner, I understand that Council staff or authorised consultants may visit the site, which is the subject of this application, for the purposes of assessing this application, and agree to a site visit.

Is there a locked gate or security system restricting access by Council staff?  Yes  No

Are there any dogs on the property?  Yes  No

Are there any hazards that may place a visitor at risk?  Yes  No

Provide details of any entry restrictions that Council staff should be aware of e.g. health and safety, organic farm etc.

### Draft Conditions

When a consent is granted, Council can include conditions to manage any adverse effects.

Do you wish to see draft conditions prior to Council making a decision on the application?  Yes  No

By ticking this box, I understand that the opportunity to review the draft conditions is an act of good faith by the Council intended to assist with identifying errors before consent is granted. I further understand that Council has the right to continue processing the application if too much time is taken in the review of draft conditions. By requesting draft conditions I agree to an extension of time under section 37 of the RMA.

### Signature of the applicant(s)

Please read the information below before signing the application form.

### Payment of fees and charges

You must pay the charges payable to Council for this application under the RMA. Please refer to Council's Fees and Charges on its website.

By submitting this application to Council, you agree to pay the charges set out in Council's Fees and Charges relevant to the application.

### Privacy information

Council requires the information you have provided on this form to process your application under the RMA. Council will hold and store the information on a public register. The details may also be made available to the public on the Council's website. If you would like to request access to, or correction of any details, please contact the Council.

### Information checklist

The information checklist provided with this form sets out the full set of information that Council requires for your application to be considered complete. Your application may be returned as incomplete if you do not provide adequate information. Your completed application should be submitted to Council with any supplementary forms and/or guidance as provided by Council.

### Correspondence and Invoices

Please let us know where to send any correspondence and invoices. Where possible any correspondence will be sent by email.

All correspondence excluding invoices sent to:  Applicant or  Agent

All invoices sent to:  Applicant or  Agent

### Confirmation by the applicant

I/we confirm that I/we have read and understood the information and will comply with our obligations as set out above. *A signature is not required if you submit this form electronically.*

Applicant name:  Signature:  Date:

Applicant name:  Signature:  Date:

Applicant name:  Signature:  Date:

### Confirmation by the agent authorised to sign on behalf of the applicant

As authorised agent for the applicant, I confirm that I have read and understood the above information and confirm that I have fully informed the applicant of their obligations in connection with this application, including for fees and other charges, and that I have the applicant's authority to sign this application on their behalf. *(A signature is not required if you submit this form electronically.)*

Agent's full name:  Signature:  Date:

### Information Checklist for Resource Consent Application

All applications **must** include the following information:

- A description of the activity
- A description of the site where the activity will occur
- The full name and address of each owner or occupier of the site

- A description of any other activities that are part of the proposal to which this application relates
- A description of any other resource consent required for the proposal to which the application relates
- An assessment of the proposed activity's effects on the environment
- An assessment of the activity against Part 2 of the Resource Management Act 1991. This will need to address section 5 'Purpose', section 6 'Matters of national importance', section 7 'Other matters' and section 8 "Treaty of Waitangi'
- An assessment of the activity against any relevant objectives, policies or rules in the district plan
- An assessment of the activity against any relevant requirements, condition or permissions in any rules in a document listed in section 104(1)(b) of the RMA
- Record of title(s) for the subject site  
This must be less than 3 months old. Please attach the title(s) and any consent notices, covenants, easements attached to the title(s)
- Site plan or scheme plan  
Please provide at an appropriate scale (for example 1:100) showing the location of the building or activity in relation to all site boundaries. The site plan should include the following where relevant:
  - North point
  - Title or Reference No.
  - Scale
  - Date the plans were drawn
  - Topographical information
  - Natural features, including protected trees, indigenous vegetation, water courses
  - Archaeological and/or cultural/heritage sites
  - Record of Title boundaries/location of fence positions relative to boundaries
  - Accessways and road frontages, including proposed crossing places/right of ways
  - Onsite manoeuvring and existing and proposed car parking spaces
  - Legal and physical roads
  - Existing buildings
  - Existing wells and/or effluent disposal systems
  - Buildings on adjacent sites
  - Layout and location of proposed buildings and activities in relation to legal site boundaries
  - Earthworks design and contours/areas of excavation
  - Landscaping
  - Site coverage calculation
  - Details of any signage (sign design, dimensions and location on buildings)
  - Areas subject to hazards e.g. unstable slopes, areas of flooding, peat soils or fill
  - Areas of potential or confirmed contamination
- Elevation plans  
Please provide at an appropriate scale (for example 1:50, 1:100 or 1:200) and show all structures to be constructed or altered, showing the relationship and appearance of proposed buildings.
- Floor plans of proposed building or buildings to be used for the activity  
Please clearly show the use of each area/buildings
- Engineering design plans for any water, wastewater and stormwater works  
(Only concept engineering plans are required at this stage.)
- An assessment of the activity against any relevant provisions of a:
  - National Environmental Standard
  - National Policy Statement
  - Regional Policy Statement
  - Regional Plan



- A description of any part of the activity that is permitted under the district plan
- If a permitted activity is part of the proposal to which the application relates, a description of the permitted activity that demonstrates it complies with the relevant requirements and conditions for that permitted activity (so that resource consent not required for that activity).
- An assessment of effects (AEE) of the activity
 

An AEE is an essential part of your application. If an AEE is not provided Council is unlikely to accept your application. The AEE should discuss all the actual and potential effects of your proposed activity on the environment. Schedule 4 of the RMA outlines all of the matters that must be addressed in your AEE. The amount of detail provided must reflect the scale and significance of the effects that the activity may have on the environment. For example, if there are major effects arising from the proposal, a detailed analysis and discussion of these effects must be included in the AEE. It may require the provision of information from specific experts (eg a traffic engineer). If the effects of the proposal are minor, then a less detailed AEE can be submitted. *(The Council has information available to assist you to prepare the AEE – please contact us if you have any questions.)*

**All applications for subdivision consent must also include the following information:**

- The position of all new boundaries
- A north arrow and the scale (1:2000)
- All proposed and existing easements (including private easements)
- Any amalgamations
- Stages (if proposed)
- Dimensions and sizes of existing and proposed new lots
- Legal and physical roads, accessways and rights of way including grades (if applicable)
- All existing buildings and structures, their distance to existing and proposed boundaries and the position of any eaves in relation to rights of way/accessways
- The areas of all new allotments, unless the subdivision involves a cross lease, company lease, or unit plan
- The locations and areas of new reserves to be created, including any esplanade reserves and esplanade strips
- The locations and areas of any existing esplanade reserves, esplanade strips, and access strips
- The locations and areas of any part of the bed of a river or lake to be vested in a territorial authority under section 237A
- The locations and areas of any land within the coastal marine area (which is to become part of the common marine and coastal area under section 237A)
- The locations and areas of land to be set aside as new roads

**Other useful information**

The following examples of information are not compulsory, but they will be useful in helping Council make an informed decision about your application. Submitting this information *if it is relevant to your proposal* may save time and costs further down the track.

- Locality plan or aerial photo
 

Please provide at an appropriate scale (for example 1:500). Please indicate the location of the site in relation to roads and other landmarks. Show the street number of the subject site and those of adjoining sites.
- Volume of any earthworks
 

This must include area and volume of soil removed/imported and depth of cut/fill

- Details of Hazardous Activities and Industries (HAIL) List activity  
If you are unsure whether your site is on the HAIL list please contact Council for assistance
- Any written approvals including details of those sought but not obtained  
Please include any signed written approval forms and signed plans if acquired.
- Specialist reports to support your application  
This may include traffic impact studies, landscape and planting plans, acoustic design certificates etc.
- Details and outcome of any consultation undertaken with adjacent land owners and occupiers, and relevant bodies. For example, the Regional Council, Heritage New Zealand Pouhere Taonga, Transpower, KiwiRail, NZTA, Department of Conservation etc.
- Details of any consultation undertaken with iwi  
If you are unsure whether your proposal may affect matters of interest to iwi, or who the relevant iwi groups might be, please discuss this with Council prior to lodging your application
- Any other information arising from specific district plan provisions

### Other information to include in an application for subdivision consent if it is relevant to your proposal

#### Proposal details

- Site coverage calculations
- Existing and proposed crossing places and sight distances and separation distances between crossing places
- Building platforms for all allotments including shape factors
- Onsite manoeuvring and existing and proposed vehicle parking spaces (where required)

#### Network utility operations

- Existing high voltage electricity lines and gas lines
- Location of existing and proposed service connections (including connections to reticulated services) and/or systems ie water, wastewater, stormwater and any easements
- Onsite effluent treatment and disposal areas and fields

#### Natural features

- Significant trees, bush stands, protected trees (including their extent of their dripline), covenanted areas or other features
- Water bodies

#### Heritage

- Archaeological and/or cultural heritage sites

#### Hazards

- Areas of likely or confirmed contamination

- Areas subject to land hazards e.g. unstopable slopes, areas of flooding, peat soils, fill
- Details of proposed stormwater management appropriate to the scale and nature of the subdivision
- Pipework and onsite stormwater systems
- Open drains (including ownership)
- Effect of subdivision and end use on existing overland flow paths
- Contours showing existing and finished ground level (levels to the relevant datum) at 0.5m intervals within the subdivision, and at 2 metre intervals on adjoining properties (to enable effects on those properties to be assessed). A separate plan may be needed to show these details.
- Areas of proposed or existing fill or excavation
- Any proposed retaining walls or embankments (note if retaining wall over 1m is proposed, a typical cross section is required.)
- In urban areas, details of the percentage of proposed and existing impermeable and permeable areas
- Natural hazards, e.g. unstable slopes, areas of flooding, ponding, peat soils
- Elevations (to scale) of buildings which are affected by the location of new boundaries (e.g. where height in relation to boundary rules apply)